

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 111
ALL STATE SUPPORTED COLLEGES AND UNIVERSITIES
COLLEGE AND UNIVERSITY RECORDS**

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

APPROVED: Conley L. Edwards, State Archivist

EFFECTIVE SCHEDULE DATE September 24, 2007

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CONDITIONS FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, audio-visual, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. All reformatting must be done in accordance with The Library of Virginia Guidelines for Electronic Records and Microfilm and with §§ 17VAC15-20-10, et seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



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RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

This schedule supersedes previous versions of GS-111, GS-112, and 261-GS and applies to all colleges and universities including community colleges. Not all of the records listed on this schedule will be kept in each college or university, but if the records are kept the retention periods will apply. The organization of this schedule may not reflect the organization of the college or university. When series listed on this schedule are combined at the college or university, the longest applicable retention period applies.

Academic Counseling Records

Academic Counseling: Group Files/Test Results

This series documents the conduct of and participation in group counseling and/or testing.

101063

Retain 3 years after last action then destroy in compliance with No. 8 on schedule cover page.

Academic Counseling: Peer Group Leader Program

This series documents the assignment and monitoring of peer group leaders who assist fellow students in adapting to college life.

101064

Retain 3 years after end of the academic year then destroy in compliance with No. 8 on schedule cover page.

Academic Counseling: Pre-Professional Student Files

This series documents the evaluation and consultation of students for advancement into graduate professions (e.g., pre-med, pre-vet, pre-dent, and pre-law).

101065

Retain 3 years after graduation then destroy in compliance with No. 8 on schedule cover page.

Academic Counseling: Student History Files

This series documents the history of counseling provided to specific students.

101066

Retain 3 years after graduation, withdrawal, or last class taken then destroy in compliance with No. 8 on schedule cover page.

Academic Counseling: Tutor Applications

This series documents the application for, approval of, and assignment of students as academic tutors.

101067

Retain 1 year after the end of the academic year then destroy in compliance with No. 8 on schedule cover page.

Academic Departments: Advanced Placement Requests

This series documents the request for advanced academic placement and approval or denial of placement.

101068

Retain 1 year after graduation or last attendance then destroy in compliance with No. 8 on schedule cover page.

Academic Departments: Class Rolls and Grade Sheets

This series documents that students registered for specific courses, attendance, and grades given.

101069

Retain 3 years after end of semester then destroy in compliance with No. 8 on schedule cover page.



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<u>Academic Departments: Commencement Programs</u> This series documents the program and schedule of graduation events.	101070	Retain one copy permanently in college/university library or archives.
<u>Academic Departments: Course Evaluations</u> This series documents student/faculty evaluations of courses, instructors, or materials.	101071	Retain 1 year or in accordance with college/university policy, whichever is greater, then destroy.
<u>Academic Departments: Course Syllabi</u> This series outlines the contents of courses offered by the department.	101072	Retain until superseded or obsolete, or in accordance with college/university policy, whichever is greater, then destroy.
<u>Academic Departments: Course/Curricula Approval</u> This series documents the request for, contents of and approval of new or revised courses, programs or degrees.	101073	Retain 10 years after superseded, revised, or obsolete or in accordance with college/university policy, whichever is greater, then destroy.
<u>Academic Departments: Faculty Activity Reports</u> This series documents the completion of college/university/department reports by instructors or other academic staff.	101074	Retain 3 years after end of semester then destroy in compliance with No. 8 on schedule cover page.
<u>Academic Departments: Faculty Course Assignments/Schedules</u> This series documents the assignment of classes/courses to faculty.	101075	Retain 3 years after end of semester or term then destroy.
<u>Academic Departments: Faculty Guidance/Counseling Records</u> This series documents faculty counseling of students.	101076	Retain 1 year after graduation or last attendance, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
<u>Academic Departments: Faculty Work Papers - Research Related</u> This series documents faculty participation in independent or sponsored research.		Refer to section on "Research Records."
<u>Academic Departments: Faculty Work Papers - Others</u> This series documents faculty participation in independent or sponsored projects other than research.	101077	Offer records to college/university archives, library, or special collections; otherwise retain until no longer administratively useful, then destroy.



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<u>Academic Departments: Grade Appeal Records</u> This series documents the receipt and response to grade appeals.	101078	Retain 1 year after end of semester or last action on appeal, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
<u>Academic Departments: Honors, Awards, Scholarship, Fellowships for Faculty and Students - Nomination Records</u> This series documents the nomination of faculty or students for honors, awards, scholarships, or fellowships.	101079	Retain 2 years after receipt then destroy in compliance with No. 8 on schedule cover page.
<u>Academic Departments: Honors, Awards, Scholarship, Fellowships for Faculty and Students - Selection and Presentation Records</u> This series documents the nomination of faculty or students for honors, awards, scholarships, or fellowships.		Transfer to related student or faculty records.
<u>Academic Departments: Student Employee Personnel Records</u> This series documents the hiring, evaluation, and work history of student part-time or temporary employees.	101080	Retain 5 years after last employment then destroy in compliance with No. 8 on schedule cover page.
<u>Academic Departments: Student Evaluations of Professors</u> This series documents student evaluations of professors or other instructors.		Refer to records series 101071, "Academic Records: Course Evaluations."
<u>Academic Departments: Student Examination Files</u> This series documents the testing and grading of students during courses.	101081	Retain 1 year after the end of semester or in accordance with college/university policy, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
<u>Academic Departments: Student Records - Department/School Files - Undergraduate Students</u> This series documents the monitoring of student status, history, and grades within the academic department or school.	101082	Retain 3 years after graduation, withdrawal, or last class then destroy in compliance with No. 8 on schedule cover page.
<u>Academic Departments: Student Records - Department/School Files - Graduate Students</u> This series documents the monitoring of student status, history, and grades within the academic department or school.	101083	Retain 10 years after graduation, withdrawal, or last class then destroy in compliance with No. 8 on schedule cover page.



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<u>Academic Departments: Student Teaching/Graduate Assistant/Field Experiences Records</u> This series documents the request, selection, assignment, and monitoring of students participating in student teaching, graduate assistance, work study, and other outside credit or field experiences.	101084	Transfer to student's permanent record.
<u>Academic Departments: Student Theses and Dissertations</u> This series documents the receipt and acceptance of student theses and dissertations.	101085	Retain 50 years or in accordance with college/university policy, whichever is greater, then offer to archives, special collections, or library. Archives, special collections, or library may selectively retain all or part of the records for their collections. Destroy balance of records.
Admission Records		
<u>Admissions: Applications - Matriculating Students - Evaluations and Recommendations</u> This series documents the receipt of recommendations for admissions and supporting character or academic evaluations.	101087	Retain until end of registration period or in accordance with college/university policy, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
<u>Admissions: Applications - Matriculating Students - Final Packet</u> This series document the receipt of applications for admission and supporting documents or correspondence and their approval and student admission.		Transfer to Registrar's Office for inclusion in series 101154 "Permanent Student Records."
<u>Admissions: Applications - Students Not Matriculating</u> This series documents the receipt of applications and supporting documentation or correspondence for students who eventually did not attend.	101086	Retain 1 year after the end of the academic year then destroy in compliance with No. 8 on schedule cover page.
<u>Admissions: College Catalog and Other Student Recruitment Publications</u> This series documents the history of courses and classes available to students.	101089	Retain 1 copy permanently in college/university archives or library. At time of publication send 20 copies of each title to Government Documents Program, Library of Virginia. Refer to <i>Code of Virginia</i> , §2.2-609.



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<u>Admissions: Interview Schedules</u> This series documents the scheduling and completion of student and/or parent admissions interviews.	101090	Retain 1 year after start of semester or term then destroy.
<u>Admissions: IPEDS Reports</u> This series documents the submission of required Integrated Postsecondary Education Data System (IPEDS) reports to the State Council of Higher Education for Virginia (SCHEV) and/or Virginia Community College System (VCCS).	101091	Retain 1 copy permanently in college/university archives or library. At time of publication send 20 copies of each title to Government Documents Program, Library of Virginia. Refer to <i>Code of Virginia</i> , §2.2-609.
<u>Admissions: Nonimmigrant Student Approvals</u> This series documents the request for an approval of a student visa for nonimmigrant alien college attendance. Refer to 8CFR214.3.	101092	Attach to series 101086 or 101087 "Admission: Applications", as appropriate.
<u>Admissions: Schedule of Classes</u> This series documents the classes offered in each semester.	101093	Retain 1 copy permanently in college/university archives or library. At time of publication send 20 copies of each title to Government Documents Program, Library of Virginia. Refer to <i>Code of Virginia</i> , §2.2-609.
Athletics Records		
<u>Athletics: Eligibility Records</u> This series documents students continuing eligibility to participate in athletic programs.	101094	Retain 5 years after student completed/dropped from program then destroy in compliance with No. 8 on schedule cover page.
<u>Athletics: Fundraising Records</u> This series documents and accounts for activities and funds raised in support of academic programs.		Refer to section on Development/Advancement/Foundation and Fundraising Records.
<u>Athletics: NCAA/AAU/Conference Required Records</u> This series documents the maintenance of records, including drug testing, not otherwise listed on this schedule or related general schedules required to maintain membership in National Collegiate Athletic Association (NCAA), Amateur Athletic Union (AAU), or other athletic organizations.	101095	Retain 2 years after date of record or in accordance with applicable organization's rules, whichever is greater, then destroy.



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<u>Athletics: Recruiting Records</u> This series documents the recruiting of student athletes to attend the college/university and/or participate in athletic programs.	101096	Retain 5 years after date of record or in accordance with applicable organization's rules, whichever is greater, then destroy.
<u>Athletics: Scheduling Records</u> This series documents the negotiating, contracting, and scheduling of extramural athletic events.	101097	Retain 5 years after expiration of agreements or contracts or in accordance with applicable organization's rules, whichever is greater, then destroy.
<u>Athletics: Scholarship Records</u> This series documents the selection, awarding, and monitoring of scholarships to students recruited to participate in athletic activities while in the college or university.	101098	Retain 5 years after end of scholarship or in accordance with applicable organization's rules, whichever is greater, then destroy.
<u>Athletics: Sports History and Memorabilia Records</u> This series documents the acquisition and control of sports history or memorabilia.	101099	Retain 3 years after transfer or disposal of related item then destroy.
<u>Athletics: Ticket/Concession/Other Sales Records, Income Records and Monetary Receipts</u> This series accounts for the receipt, transfer, custody, and expenditure of funds by the Athletic Department or activities.		Refer to <i>General Records Retention and Disposition Schedule No. GS-102, Fiscal Records</i> for retention guidelines.
<u>Athletics: Trainer's Administrative Records</u> This series document the non-treatment activities of athletic trainers.	101100	Retain 5 years after last action or activity then destroy in compliance with No. 8 on schedule cover page.
<u>Athletics: Trainer's Treatment Records</u> This series documents the in-department treatment of student athletes and candidates.	101101	Retain 10 years after last treatment or visit or in accordance with college/university policy, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
Career Planning and Placement		
<u>Career Placement: On Campus Visits</u> This series documents employer recruiting/interviewing visits to campus.	101103	Retain until end of recruitment year then destroy.



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<u>Career Placement: Placement Files</u> This series consists of student applications for placement assistance. May include job applications, resumes, or history cards.	101104	Retain 1 year after placement, completion of any required reports, or until no longer administratively useful, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
<u>Career Placement: Placement Guides or Manuals</u> This series documents the development of guides or manuals or the collection of job search materials to support student job searches.	101105	Retain as long as administratively useful then destroy.
<u>Career Planning: Job Placement Cards</u> This series documents the completed placement of individual students or graduates.	101102	Retain 1 year after placement, completion of any required reports, or until no longer administratively useful, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
Development, Advancement, Foundation, and/or Fundraising Records		
<u>Development: Donations - Funds</u> This series documents the donation and expenditure of funds and the conditions, specifications, and prescribed uses attached to the donations.	101106	Retain 5 years after final transfer or expenditure of funds, successful completion of any required audit, or in accordance with college/university policy, whichever is greater, then destroy.
<u>Development: Donations - Items or Artifacts</u> This series documents the donation of an item or artifact and the conditions, specifications, and prescribed uses attached to the item and its use, disposal, or sale.	101107	Retain 5 years after disposal or transfer of related item or in accordance with donation agreement or college/university policy, whichever is greater, then destroy.
<u>Development: Fundraising - Annual Accounting</u> This series documents expenses incurred and money raised during fundraising campaigns.	101108	Retain 5 years after end of campaign period then destroy.
<u>Development: Fundraising - Literature and Promotion Material</u> This series consists of fundraising literature and promotional material.	101109	Retain 1 copy permanently in college/university archives or library.
<u>Development: Fundraising - Planning and Reporting</u> This series documents the development and creation of fundraising campaigns and reporting of campaign status.	101110	Retain 20 years after end of campaign year then destroy.



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<u>Development: Loans</u> This series documents the negotiating for and acceptance of loans of property or equipment or funds for development, advancement, or foundation purposes and the repayment/return history.	101111	Retain until repayment of loan and/or return of loaned items then destroy.
<u>Development: Prospect Files</u> This series documents the personal data and history of contacts with fundraising prospects.	101112	Retain 5 years after last contact or in accordance with college/university policy, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
<u>Development: Trust/Endowment Records - Accounting</u> This series documents the annual accounting for trust or endowment funds.	101113	Retain 5 years after the end of the accounting year or in accordance with trust/endowment stipulations or college/university policy, whichever is greater, then destroy.
<u>Development: Trust/Endowment Records - Agreement and Trustee Records</u> This series documents agreement and stipulations of trusts or endowments and history of trustees, investments, and end of year reports.	101114	Retain 5 years after end of trust or endowment or in accordance with college/university policy, whichever is greater, then destroy.
Financial Aid and/or Scholarship Records		
<u>Financial Aid: Grant/Scholarship Rosters</u> This series documents the listing of students receiving financial aid or scholarships, including type of aid, amounts, and period of aid.	101115	Retain 3 years after the end of the school year then destroy in compliance with No. 8 on schedule cover page.
<u>Financial Aid: Non-Receiving Students</u> This series documents requests for financial aid or scholarships from students who were not approved for aid/scholarships, did not fully complete applications, or dropped out without using aid/scholarships granted.	101116	Retain 3 years after last action then destroy in compliance with No. 8 on schedule cover page.
<u>Financial Aid: Student Aid Reports</u> This series documents filing of required state and federal aid reports.	101117	Retain 3 years after filing then destroy. Refer to 34CFR668.24.



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<u>Financial Aid: Student Folders - Direct Loans, FFEL and Other Federal Loans (Except Perkins)</u> This series documents the request for, granting, acceptance, award, and disbursement of federal Direct Loans, Federal Family Education Loans (FFEL), and other federal loans.	101118	Retain 3 years after last award year then destroy in compliance with No. 8 on schedule cover page. Refer to 34CFR668.24.
<u>Financial Aid: Student Folders - FWS, FSEOG, Pell and Other Federal Grants</u> This series documents the request for, granting, acceptance, and award of Federal Work Study (FWS) grants, Federal Supplemental Education Opportunity Grants (FSEOG), and Pell grants.	101119	Retain 3 years after last award year then destroy in compliance with No. 8 on schedule cover page. Refer to 34CFR668.24.
<u>Financial Aid: Student Folders - Perkins Loans</u> This series documents the request for, granting, acceptance, award, disbursement, and repayment of Perkins Loans.	101120	Retain 3 years after final payment, cancellation, or reassignment of loan then destroy in compliance with No. 8 on schedule cover page. Refer to 34CFR674.19.
<u>Financial Aid: Student Folders - State Aid - Grants</u> This series documents the request for, granting, acceptance, award, and disbursement of state educational grants.	101121	Retain 3 years after last award year then destroy in compliance with No. 8 on schedule cover page.
<u>Financial Aid: Student Folders - State Aid - Loans</u> This series documents the request for, granting, acceptance, award, disbursement, and repayment of state educational loans.	101122	Retain 3 years after final payment, cancellation, or reassignment of loan then destroy in compliance with No. 8 on schedule cover page.
Housing		
<u>Housing: Check-In/Out Forms</u> This series documents the processing in and out of residents including inventory of equipment and furnishings as well as room conditions.	101123	Retain 1 year after resident departure then destroy.
<u>Housing: Dorm Damage Records</u> This series documents the finding of damages to room, equipment, or furnishings and calculation of charges and repayment.	101124	Retain 3 years after settlement or write-off then destroy.



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<u>Housing: Duty Logs and Summaries</u> This series documents the recording of incidents/activities by dorm supervisors or monitors.	101125	Retain 2 years after last entry then destroy in compliance with No. 8 on schedule cover page.
<u>Housing: Fire Alarm Reports</u> This series documents the receipt, reporting, and reaction to fire alarms. Includes any after action reports, recommendations, or corrections.	101126	Retain 2 years after last action then destroy.
<u>Housing: Housing Contracts or Leases</u> This series documents agreements between the housing office and residents governing fees, residence rules, and restrictions.	101127	Retain 3 years after expiration or termination then destroy.
<u>Housing: Room Assignments</u> This series documents the status of room and housing assignments, including occupants, room changes, and availability.	101128	Retain 2 years after the end of the related semester and/or school year then destroy.
<u>Housing: Room Inspections</u> This series documents the periodic inspection of rooms, dorms, or halls and includes comments, findings, and corrections.	101129	Retain 1 year then destroy in compliance with No. 8 on schedule cover page.
<u>Housing: Security Monitor Schedules</u> This series documents the assignment of shift/hours to security monitors.	101130	Retain 1 year then destroy.
<u>Housing: Student Rosters/Records</u> This series documents the creation of student locators and room assignment records.	101131	Retain 1 year then destroy in compliance with No. 8 on schedule cover page.



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Offices of Presidents, Vice Presidents, Provosts, Deans, Department Heads, and Boards of Visitors

Offices: Accreditation Files - Final Accreditation

This series includes all records, including self study reports, which documents formal accreditation of a college, university, school, or program by a relevant educational accreditation body.

101132

Retain permanently in college or university.

Offices: Accreditation Files - Supporting Documentation

This series documents formal accreditation of a college, university, school, or program by a relevant educational accreditation body.

101133

Retain 5 years after accreditation completed then destroy.

Offices: Correspondence

This series documents the incoming and outgoing correspondence of college or university officials. Includes but is not limited to letters, memoranda, fax transmissions, and related attachments in any physical form including paper or e-mail.

Refer to *General Records Retention and Disposition Schedule No. GS-101, Administrative Records* for retention guidelines.

Offices: Minutes

This series documents the proceedings of boards, councils, commissions, committees, or other bodies.

Refer to *General Records Retention and Disposition Schedule No. GS-101, Administrative Records* for retention guidelines.

Offices: Routine Administrative Records

This series documents the routine administration of any office. Includes, but is not limited to: policy files, reports, subject files, public relations, and FOIA files.

Refer to *General Records Retention and Disposition Schedule No. GS-101, Administrative Records* for retention guidelines.

Registration Records

Registration: Academic Action Notifications

This series documents the notification of students about their academic probation, dismissal or other related actions, or status changes.

101134

Retain until next status change or 1 year after last date of attendance, whichever is least, then destroy in compliance with No. 8 on schedule cover page.



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<u>Registration: Advanced Placement Records</u> This series documents the request for advanced academic placement and approval or denial of placement.	101135	Retain 1 year after graduation, withdrawal, or last attendance then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Applications for Degrees or Graduation</u> This series documents the receipt and approval/disapproval of applications for degrees or graduation.	101136	Retain 1 year after intended award or graduation date then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Audit/No Credit Authorizations</u> This series documents requests to audit classes and approval/disapproval.	101137	Retain 1 year after last action then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Changes of Class/Course Schedules</u> This series documents requests for class and/or course changes after registration and actions taken. Also called adds/drops or class withdrawals.	101138	Retain 1 year after final action then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Change of Status Requests</u> This series documents the receipt of requests for changes to academic status and actions taken in response.	101139	Retain 1 year after final action then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Class Schedules - Student</u> This series documents the final student registration and assignment of classes for the semester.	101140	Retain 1 year after end of semester then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Continuing Education Students</u> This series documents the enrollment of students in special interest programs and courses or professional certification programs.		Refer to series 101154, "Registration: Permanent Student Records" and 101162, "Registration: Temporary Student Records" and other related series.
<u>Registration: Course Enrollment Records</u> This series documents enrollment in specific courses including course descriptions, course ID, faculty assigned, dates/times, and students enrolled.	101141	Retain 1 year after end of course then destroy.



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<u>Registration: Degree Audit</u> This series documents the request by students for an audit of their completed minimum degree requirements and statement of remaining requirements to be completed and a copy of the response.	101142	Retain 1 year after graduation or last attendance then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Disciplinary Actions</u> This series documents disciplinary actions taken against students.		Refer to Student Affairs section of this schedule.
<u>Registration: Disclosure of Information - Requests for Information</u> This series documents receipt for requests for personal information on students not requiring student or family approval and actions taken in response.	101143	Retain 3 years after last action then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Disclosure of Information - Student Directory Exemptions</u> This series documents requests for non-listing in student directories and actions taken.	101144	Retain 3 years after graduation or last attendance then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Disclosure of Information - Written Consents</u> This series documents the receipt of written approvals by student or parent to disclose personal information and actions taken.	101202	Retain 3 years after last action then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Educational Placement Files</u> This series documents the creation of student/alumni placement files. Files may include letters of recommendations, credentials, and other related material.	101145	Retain 5 years after last action then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Enrollment Verifications - External</u> This series documents receipt of requests for verification of enrollment from outside sources and the actions taken in response.	101146	Retain 3 years after last action then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Enrollment Verifications - Internal</u> This series documents the sending of enrollment verifications to students/parents or other college or university offices.	101147	Retain 1 year after verification then destroy in compliance with No. 8 on schedule cover page.



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<u>Registration: Grade Change Requests/ Reports</u> This series documents the modification of grades previously entered in a student record.	101148	Retain until student record adjusted then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Grade Reports</u> This series documents receipt of course grades from instructors.	101149	Retain until grade transferred to student records then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Graduation Lists</u> This series documents the names, degrees, and awards for graduating students.	101151	Retain permanently in college or university.
<u>Registration: Graduation Requests/Authorizations</u> This series documents that students have met all graduation requirements.	101150	Retain 1 year after graduation then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Holds or Encumbrances</u> This series documents receipt of notice of unpaid accounts or other violations that would require grades, transcripts, graduation, or other services be withheld.	101152	Retain until encumbrance or hold is released then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Pass/Fail Requests</u> This series documents the request for enrollment in a course on a pass/fail basis with no letter or numerical grades given and actions taken in response to the request.	101153	Retain 1 year after the end of semester then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Permanent Student Record</u> This series documents the history of a student's academic life at the college or university. Contents are prescribed by college or university policy and normally include, at a minimum, permanent record card (including admissions data, courses taken, grades, degrees and awards) and other data necessary to prepare transcripts or verify attendance. See records series 101162, "Temporary Student Records" for non-permanent files.	101154	Retain permanently in college or university.



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<u>Registration: Personal Data Forms</u> This series documents the creation of quick reference forms on each student. Normally contains personal information, academic status, financial eligibility, and programs selected.	101156	Retain until relevant information is transcribed into student records and also is no longer administratively useful then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Placement Testing</u> This series documents the performance and results of placement tests.	101155	Retain 3 years then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Program Modifications</u> This series documents a student request for changes in programs, major, or degrees sought and actions taken in response.	101157	Retain 1 semester after graduation or last attendance, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Registration/Enrollment Forms</u> This series documents receipt of student registration/enrollment in courses and acceptance or denial of courses.	101158	Retain 1 year after end of semester then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Residency Status Documents</u> This series documents receipt of verification of Virginia residency.	101159	Retain 3 years after graduation or last attendance, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Statistics</u> This series documents the reporting of various registration and enrollment data. May include admissions, registration, grading, degree, and student or alumni statistics.	101160	Retain 5 years or in accordance with college or university policy, whichever is greater, then destroy.
<u>Registration: Temporary Student Records - Matriculated Students</u> This series documents the academic history of a student at college or university. Includes those parts of the student academic record not selected for permanent retention in accordance with college or university policy, refer to series 101154 "Permanent Student Records."	101162	Retain 3 years after graduation, withdrawal, or last attendance then destroy in compliance with No. 8 on schedule cover page.



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<u>Registration: Temporary Student Records - Non-Credit or Non-Matriculating Students</u> This series documents the history of students admitted but never completing classes or students taking only audit or non-credit classes.	101161	Retain 1 year after last activity then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Transcript Requests - From Students/Parents</u> This series documents the receipt of and filing of a transcript request from students or parents.	101163	Retain 1 year after last action then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Transcript Requests - From Third Parties</u> This series documents the receipt of and response to requests for transcripts from someone other than students, parents, or internal offices.	101164	Retain 1 year after last action or in accordance with college or university policy, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Transfer Credits</u> This series documents the receipt of requests for transfer credit, evaluation of transfers, and the awarding of credits, if any.	101165	Retain 1 year after graduation, withdrawal, or last attendance then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Veterans Administration (VA) Records</u> This series documents the interaction between the college or university and the Veterans Administration in regards to tuition and other VA assistance for students.	101166	Retain 3 years after graduation, withdrawal, or last attendance then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Withdrawal Authorizations</u> This series documents receipt of requests to withdraw from the college or university and any related reimbursement requests and actions taken in response.	101167	Retain 1 year after last action then destroy in compliance with No. 8 on schedule cover page.
Research Records		
<u>Research: Accounting Records</u> This series documents the fiscal accountability of funds during a contract or grant period.	101168	Retain 5 years or in accordance with contract or grant stipulations, whichever is greater, then destroy.



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<u>Research: Contract or Grant Administration Records</u> This series documents the routine administration of a contract or grant.	101198	Retain 5 years after end of research or in accordance with contract/grant stipulations, and/or college or university policy, whichever is greater, then offer to archives, special collections, or library. Archives, special collections, or library may selectively retain all or part of the records for their collections. Destroy balance of records.
<u>Research: Final Reports</u> This series documents the completion and final reporting of research contracts or grants.	101169	Retain 5 years after end of research or in accordance with contract/grant stipulations and/or college or university policy, whichever is greater, then offer to archives, special collections, or library. Archives, special collections, or library may selectively retain all or part of the records for their collections. Destroy balance of records.
<u>Research: Notes, Work papers and Technical Data - College or University Sponsored</u> This series documents the actual research conducted by a college or university employee. Includes, but is not limited to, notes, notebooks, drawings, Work papers, technical data, experimental results, statistics, findings, and conclusions.	101171	Retain 3 years after end of research or in accordance with college or university intellectual property or retention policy, whichever is greater; then offer to archives, special collections or library. Archives, special collections or library may selectively retain all or part of the records for their collections. Destroy balance of records. Refer to <i>Code of Virginia</i> , § 2.2-2822.
<u>Research: Notes, Work Papers and Technical Data - Contract or Grant Funded</u> This series documents the actual research conducted by a college or university employee. Includes, but is not limited to, notes, notebooks, drawings, work papers, technical data, experimental results, statistics, findings, and conclusions.	101170	Retain 5 years after end of research or in accordance with contract/grant stipulations and/or college or university intellectual property, or retention policy, whichever is greater, then offer to archives, special collections, or library. Archives, special collections, or library may selectively retain all or part of the records for their collections. Destroy balance of records. Refer to <i>Code of Virginia</i> , § 2.2-2822.
Student Affairs and Services Records		
<u>Student Affairs: Bad Check Records</u> This series documents the reporting, receipt, and collection of funds to cover bad checks.	101172	Retain 3 years after collection or write-off then destroy in compliance with No. 8 on schedule cover page.



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<u>Student Affairs: Hearing Records</u> This series documents the conduct of hearings into student disciplinary matters by college or university staff. Includes charges, findings, and recommendations.	101173	Retain 3 years after last action then destroy in compliance with No. 8 on schedule cover page.
<u>Student Affairs: Judicial/Disciplinary Records</u> This series documents disciplinary action taken against a student for violations of college or university rules, regulations, or student codes.	101174	Retain 3 years or in accordance with college or university policy, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
<u>Student Affairs: Probation Records</u> This series documents the placement of students on academic or disciplinary probation by faculty.	101175	Retain 1 year after end of probationary period then destroy in compliance with No. 8 on schedule cover page.
<u>Student Affairs: Student Hearings</u> This series documents the conduct and results of student hearings.	101176	Retain 3 years after the end of related academic year then destroy in compliance with No. 8 on schedule cover page.
<u>Student Affairs: Student Honor Council - Acquittals</u> This series documents the actions, findings, and recommendations of the Student Honor Council.	101177	Immediately destroy in compliance with No. 8 on schedule cover page.
<u>Student Affairs: Student Honor Council - Convictions</u> This series documents the actions, findings, and recommendations of the Student Honor Council.		Refer to records series 101174, "Student Affairs: Judicial Records."
<u>Student Affairs: Student Honor Council - Other Records</u> This series documents the actions, findings, and recommendations of the Student Honor Council.	101178	Retain 3 years after last entry or action then destroy in compliance with No. 8 on schedule cover page.
<u>Student Affairs: Student Organizations</u> This series documents the management and control of student organizations approved or authorized by the college or university. Includes organizational reports required by the college or university and any records donated by the student organization.	101179	Retain 5 years after last activity then offer to archives, special collections, or library. Archives, special collections, or library may selectively retain all or part of the records for their collections. Destroy balance of records.



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Student Affairs: Student Publications This series documents the distribution of student staffed or produced publications.	101180	Retain one copy permanently in archives, special collections or library. Transfer 20 copies to Documents Section, Library of Virginia. Refer to <i>Code of Virginia</i> , § 2.2-609.
Student Health Services		
<u>Student Health: Clinic Appointment Books or Logs</u> This series documents the scheduling of visits and/or appointments.	101181	Retain 1 year after last entry then destroy in compliance with No. 8 on schedule cover page.
<u>Student Health: Health Histories/Immunizations - No Treatment</u> This series documents the health history of students. Must not include any record of treatment given at the college or university.	101182	Retain 1 year after graduation, withdrawal, or last attendance then destroy in compliance with No. 8 on schedule cover page.
<u>Student Health: Labs - Lab Reports, Lab Copy</u> This series documents the request for, performance of, and results of laboratory tests.	101183	Retain 2 years after test date then destroy in compliance with No. 8 on schedule cover page.
<u>Student Health: Labs - Lab Reports, Original</u> This series documents the request for, performance of, and results of laboratory tests.		Transfer to records series 101189, "Patient Medical Record."
<u>Student Health: Labs - Laboratory Logs</u> This series documents the receipt of lab requests and samples.	101184	Retain 2 years after last entry then destroy in compliance with No. 8 on schedule cover page.
<u>Student Health: Labs - Statistics, Summaries, and Routine or Special Reports</u> This series documents the routine reporting of lab work and/or the collection of data for internal/external use.	101185	Retain 2 years after preparation then destroy.
<u>Student Health: Logs, Sign-In Sheets and Schedules</u> This series documents the routine control of work in the department. Includes records not otherwise listed on this schedule or other relevant general schedules.	101186	Retain 2 years after last entry then destroy in compliance with No. 8 on schedule cover page.



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<u>Student Health: Nursing Logs</u> This series documents the routine activities of nursing staff. May be used to update patient medical records.	101187	Retain 3 years after last entry then destroy in compliance with No. 8 on schedule cover page.
<u>Student Health: Nursing Tickler Cards or Files</u> This series documents the creation and use of reminders of scheduled appointment or events.	101188	Retain until appointment or event then destroy in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Student Health: Patient Medical Records</u> This series documents the routine performance or referral of treatment on patients.	101189	Retain 10 years after last treatment or visit or in accordance with college/university policy, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
<u>Student Health: Pharmacies - Drug Accounting Cards</u> This series documents the stock of drugs or other controlled substances on hand by item. Used as a status card and reorder card.	101190	Retain 2 years after last entry or creation of new card then destroy. Refer to 21CFR1304.04.
<u>Student Health: Pharmacies - Drug Destruction Records</u> This series documents the routine destruction of expired, defective, or surplus drugs or other controlled substances.	101191	Retain 2 years after destruction date then destroy. Refer to 21CFR1304.04.
<u>Student Health: Pharmacies - Drug Inventory Records</u> This series documents the routine performance of inventories of drugs and other controlled substances for accountability and security purposes.	101192	Retain 2 years after inventory date then destroy. Refer to 21CFR1304.04.
<u>Student Health: Pharmacies - Drug Requesting, Receiving and Dispensing Records</u> This series documents the bulk requesting, receiving, and issue of drugs or other controlled substances.	101193	Retain 2 years after action date then destroy. Refer to 21CFR1304.04.
<u>Student Health: Pharmacies - Other Records</u> This series documents the creation of routine records needed to administer the pharmacy. Includes record not otherwise listed on this schedule or other relevant general schedules.	101194	Retain 2 years after creation then destroy. Refer to 21CFR1304.04.



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<u>Student Health: Pharmacies - Prescription, Duplicates</u> This series documents the receipt, filling, and issue of individual prescriptions for medications or other prescribed items or equipment.		Attach to and return with filled prescription.
<u>Student Health: Pharmacies - Prescriptions, Original</u> This series documents the receipt, filling, and issue/denial of individual prescriptions for medications or other prescribed items or equipment.	101195	Retain 2 years after issue/denial then destroy in compliance with No. 8 on schedule cover page. Refer to 21CFR1304.04.
<u>Student Health: Pharmacies - Statistics, Summaries, and Routine or Special Reports</u> This series documents the routine reporting of pharmacy work or the collection of data for internal/external use.	101196	Retain 2 years after creation then destroy.
<u>Student Health: Psychological/Psychiatric or other Mental Health Counseling Records</u> This series documents patient interaction with mental health professionals.		Transfer to records series 101189, "Patient Medical Records."
<u>Student Health: Radiology - Logs/Appointment Books</u> This series documents the control of workflow within radiology.	101197	Retain 2 years after last action or entry then destroy in compliance with No. 8 on schedule cover page.
<u>Student Health: Radiology - Reports, Original</u> This series documents the requesting, completion, and results of radiological tests including but not limited to: x-rays, ct scans, MRIs, and ultrasounds.		Transfer to records series 101189, "Patient Medical Record."
<u>Student Health: Radiology - Reports, Radiology Copy</u> This series documents the requesting, completion, and results of radiological tests including but not limited to: x-rays, ct scans, MRIs, and ultrasounds.	101199	Retain 5 years after completion of test then destroy in compliance with No. 8 on schedule cover page.

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<u>Student Health: Radiology - Statistics, Summaries, and Routine or Special Reports</u> This series documents the routine reporting of radiological work or the collection of data for internal/external use.	101200	Retain 2 years after creation then destroy.
<u>Student Health: Radiology - X-Ray's, Tracings, Printouts or Other Test Results</u> This series documents the performance of specific tests and the images or other data created during the tests.	101201	Retain 5 years after completion of test then destroy in compliance with No. 8 on schedule cover page.